

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.

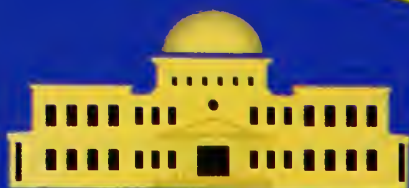


# School Nutrition Programs

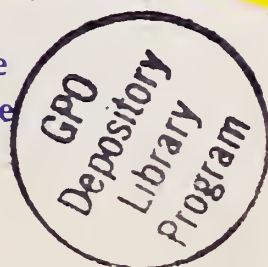
aTX353  
u5

## *Accountability— A Shared Responsibility*

647



United States  
Department of Agriculture  
Food and Nutrition Service  
FNS-275



## Local Responsibilities

### Schools

- Complete any delegated application and verification activities.
- Make sure meals claimed for reimbursement meet the meal pattern requirements.
- Count reimbursable meals served by eligibility category at the "point of service."
- Use accurate recordkeeping and reporting procedures.



### School Food Authorities

- Approve applications for free and reduced price meals, and verify the required number of applications (or delegate to schools).
- Monitor each school's meal service and meal counting system.
- Establish internal controls that help ensure the accuracy of meal counts at the school level.
- Consolidate school meal counts into an accurate claim for reimbursement.
- Provide technical assistance and training.



## State Responsibilities

- Establish internal controls that help ensure accurate reports of the number of meals served by eligibility category.
- Provide technical assistance and training.
- Conduct reviews of local school food authorities.
- Require corrective action as appropriate.
- Recover improperly paid Federal funds.



# Federal Responsibilities

- Develop and publish regulations, policy, and guidance for program operation.
- Provide reimbursement for the number of meals meeting program requirements.
- Assist/support State agencies in technical assistance and training efforts.
- Conduct management evaluations of State agencies including reviews of school food authorities' operations.



***Success is an attitude.***

***Together we can  
make a difference!***



***Creating a winning team is not  
difficult when the members clearly  
understand what to do, how to do it,  
and when it must be completed.  
Each of us wants to be a winner--  
a member of a winning team.***

For further information and guidance, see the following publications:

- Meal Pattern Requirements and Offer Versus Serve Manual, FNS-265
- Meal Counting and Claiming Manual, FNS-270
- Eligibility Guidance for School Meals Manual, FNS-274

**Meal Counts Count!**



The Child Nutrition Programs are equal opportunity programs. If you believe you or anyone has been discriminated against because of race, color, national origin, sex, age, or handicap, write immediately to the Secretary of Agriculture, Washington, DC 20250

July 1991